

LPC Profile Management - Login Step 1

Web site URL <http://www.lpc.ms.gov/>

Click the Login button at the bottom of the menu to go to the login screen.



lpc.ms.gov
MISSISSIPPI
State Board of Examiners for Licensed Professional Counselors

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Today is: Wednesday, August 06, 2014

Statute and Rules

Board Information

Licensee Search

Filing a Complaint

Forms

Affiliated Links

MS Licensure Requirements (How to sit for exam.)

Frequently Asked Questions

Login

Quick Links

[Rules and Regulations](#)

[Other](#)

[MS Transparency](#)

If you did not submit your renewal form prior to June 30, 2014 your license is now "Lapsed."

Please complete the "Lapsed License Renewal Form" to reinstate your license to "Current" Status and submit appropriate fees and CE Reporting Forms to Board Office.

2014 Biennial License Renewal

2014 License renewal forms have been mailed out. Please be aware, however, that failure to receive this notification does not relinquish your responsibility for timely renewal. Renewal forms must be returned to the LPC Board office PRIOR to June 30, 2014, to remain Active Status.

Visit the "Forms" section (on the left) to find the Lapsed License Renewal Form and CE Reporting Form. NOTE: Board Qualified Supervisors must submit the appropriate renewal fee.

Click on the link above for details about requirements for CEHs or visit the "Frequently Asked Questions" section.

Welcome to Mississippi Board of Examiners for Licensed Professional Counselors

Welcome to the website of the Mississippi Board of Examiners for Licensed Professional Counselors. We hope that this site supplies you with all the information you need to become licensed or continue your licensure in the State of Mississippi.




LPC Profile Management - Login Step 2

Enter your email address and password.

If you don't remember your password or this is your first time to login, click the I don't remember my password link.

You will then enter your email address and your password will be emailed to you.

If this is your first time to login, you will be required to change your temporary password when you begin the login process.



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Frequently Asked Questions

Login


Today is: Tuesday, March 24, 2015

Licensee Login


If you are a Licensed Professional Counselor you can login and make updates to your information. You can also renew your license if all your requirements are current. [Login and Profile Instructions](#)

Email :


Password :

 [I don't remember my password or have never logged in before.](#)

If you have forgotten your password or this is your first time to login, click the I don't remember my password link. You will then enter your email address and your password will be emailed to you. If this is your first time to login, you will be required to change your temporary password when you begin the login process.

 By entering data into this web site your are agreeing to abide by the operating rules of the Mississippi State Board of Examiners for Licensed Professional Counselors and certifying that all information is accurate and correct to the best of your knowledge and belief.

[Mississippi State Board of Examiners for Licensed Professional Counselors Website Disclaimer](#)
239 North Lamar Street
Suite 402
Jackson, MS 39201
Office: 601 359-1010
Fax: 601 359-1030
[Transparency Mississippi Management and Reporting System](#)



LPC Profile Management - Profile Overview

When you login, you will be taken to your profile. Your profile shows your information that is stored in the LPC system.

- There are certain fields that you can use to update your information. (example: Home and Business Address, Phone Numbers, Email, Password)
- If you have met all the requirements for online renewal, you can renew your license and pay your fees online.
- You are required to add your photo to your profile.

The following screens will show you how to use your profile.



lpc.ms.gov
MISSISSIPPI
State Board of Examiners for Licensed Professional Counselors

Today is: Friday, August 08, 2014



License No.: 5859
Last Name: Test
First Name: Jim
Middle or MI: Henry
Title: Dr.
Suffix: Sr
SSN: 968-53-5741
DOB: 1992-07-01
Designation:

Name(s) as shown on transcripts and/or exam records
if different from what's to the left:

Password:

No file chosen

General Registration

Education

Notes And App Info

Complaints

Payments

Print Forms

Online Payments

General Registration

LPC Profile Management - Profile Detail #1

In the upper right corner of your profile is the Save Changes, Logout and, if you've met all requirements, the Renew License buttons.

If you have not met all requirements for renewal, in place of the Renew License button will be a note stating what you still need to do.

In this area there is also the place where you can update your password.

The screenshot shows the 'Profile Detail #1' page for Licensed Professional Counselors. At the top is a banner image with the text 'ers for Licensed Professional Counselors'. Below the banner, on the left, is a list of profile details: '5859', 'Test', 'Jim', 'Henry', '3-5741', and '07-01'. On the right, there are four numbered callouts with red arrows pointing to specific elements:
1. Points to the 'Save Changes' button.
2. Points to the 'Logout' button.
3. Points to the 'Renew License' button.
4. Points to the 'Password:' label next to a password input field containing '123ABC'.
Below the password field is a dropdown menu with the text 'Select' and a downward arrow.
The 'Renew License' button is positioned above a text input field containing 'Jim Test'. Above this input field is the text: 'Name(s) as shown on transcripts and/or exam records if different from what's to the left:'.

LPC Profile Management - Profile - Add Photo

To add or update a photo to your profile, click the button below the photo and choose the photo image.

This image should be a passport style photo, about 200 px wide and no more than 500Kb (.5Mb) in size.

Photos larger than this will not be allow to upload.

Once you have selected the photo, click the Save Changes button and your photo will be uploaded and saved to your profile.

State Board of Examiners for Licensed Professionals

Today is: Friday, August 08, 2014

License No.: 5859

Last Name: Test

First Name: Jim

Middle or MI: Henry

Title: Dr.

Suffix: Sr

SSN: 968-53-5741

DOB: 1992-07-01

Designation:

No file chosen

Name(s) as shown:

Passport Photo:

LPC Profile Management - Profile - Tabs

About the middle of the screen is a row of tabs that contain groups of information. When you click on one of these tabs you will see your information for that area.

The tabs Complaints and Payments are informational only.

The Online Payments tab allows you to pay certain fees online.

General Registration

LPC Profile Management - Profile - Tabs - General Registration - Top Section

The General Registration tab contains your home and business address, your phone numbers and email addresses. You can use this tab to update this information as it changes.

Below the contact section is shown your current license status, original issue date, current expiration date and BQS status. If any of this information needs to be updated, you must contact the LPC Board. If you are eligible to become a board qualified supervisor, below the BQS info will be the BQS Application button to complete the application online.

Below that section is your Specialty Area information which you can update.

General Registration	Education	App Info	Complaints	Payments	Print Forms	Online Payments
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General Registration

PUBLISHED ADDRESS (Public): ☒ HOME ☐ BUSINESS ☐ DO NOT PUBLISH

PUBLISHED PHONE NUMBER: ☒ HOME ☐ BUSINESS ☐ CELL ☐ DO NOT PUBLISH

BOARD CORRESPONDENCE: ☐ HOME ☒ BUSINESS

Waiver to release published address to State and National organizations: ☒

Home Address (Permanent not P.O. Box)	Business Address
Address: 3010 Lakeland Cove Suite W	Employer:
Address 2:	Address: Top Farm
City, St Zip: Shamririr Hawaii 35242	Address 2:
Phone: 9282271593 Cell Phone: 9282271593	City, St Zip: Clinton Mississippi
Email: a1@att.net (Required for login)	Phone: 9282271593 FAX:
Home Fax:	Business Email:
County: OUT OF STATE District:	Employment Type:
	Employment Desc:
	2nd Business Address
	Name: Golden Care
	Address: 12 Some St
	City, State Zip: Birmingham Kansas 35887
	Phone: (256) 555-4444

Registration Information

Status: Active	BQS: <input type="radio"/> Yes <input checked="" type="radio"/> No
Original Issue Date: 2012-05-01	BQS No. 234
Expiration Date: 2017-06-30	BQS Date: 2015-09-01
Specialty Area:	BQS Application

LPC Profile Management - Profile - Tabs - General Registration - Bottom Section

If you are a board qualified supervisor (BQS), the bottom of the General Registration tab will show those you have agreed to supervise.

Supervisor for:

Bill Jones-test1 - From: 2015-02-28 To 2015-05-30	Prepare Weekly Supervision Reporting Log
View/Update Agreement Form B - PDF	Supervision Complete
	Update Completed Hrs.
Bill Jones-test - From: 1900-01-01 To 1900-01-01	Prepare Weekly Supervision Reporting Log
View/Update Agreement Form B - PDF	Supervision Complete
	Update Completed Hrs.
Forest Tour - From: 2015-05-01 To 2015-05-31 (Supervision Completed on 12/5/2015)	View Supervision Reporting Log
Form B - PDF	Update Completed Hrs.
	Prepare Form B
Bill Jones-test1 - From: 2015-03-01 To 2015-06-30	Concur Decline
Bill Jones-test1 - From: 2014-12-25 To 2015-02-05	Concur Decline

The informaiton above shows that you currently have 2 suprevisee(s). If this number is wrong please contact the LPC Board Office.

LPC Profile Management - Profile - Tabs - Education

On the Education tab, your education information entered through the online application process is displayed. You cannot update this information on this page. If changes need to be made, please contact the LPC Board. For Licensees prior to implementation of the online system, this information will not be included.

An important function on the tab is the reporting of your CEH. You may report your hours as you take activities or wait and report all hours at renewal time. To report hours, simply click the View/Update Current CE Hrs button. This will show **only** your CEH activities that apply to the current renewal period. To see a history of activities taken for previous renewals, click the CEH History button.

Just above the View/Update button you can see the hours required to renew and a summary of what you have reported.

General Registration	Education	App Info	Complaints	Payments	Print Forms	Online Payments
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Education

Education Information

CE Hours Required: 24 Taken: 0 hrs (0 hrs. Ethics/Legal, 0 hrs. Regular, 0 hrs. Supervisory)

[View/Update Current CE Hrs](#) [CEH History](#)

NATIONAL COUNSELOR EXAMINATION (NCE) TAKEN: ☐ Yes ☐ No If Yes, Date Taken:
Indicate Pass/Fail: ☒ Pass ☐ Fail If Pass, Score: (your score / minimum score)

NATIONAL CLINICAL MENTAL HEALTH COUNSELOR EXAM (NCMHCE) TAKEN: ☐ Yes ☐ No
If Yes, Date Taken: Indicate Pass/Fail: ☐ Pass ☐ Fail If Pass, Score:

Have you requested passing scores be forwarded to the Board ☐ Yes ☐ No

DEGREE: <input checked="" type="radio"/> Ph.D. <input type="radio"/> Specialist <input type="radio"/> Master's <input type="radio"/> Other
Date Awarded: 2015-09-15
Program/Major:
Name of Institution:
Street Address:
City/State/Zip: //

DEGREE: <input type="radio"/> Ph.D. <input type="radio"/> Specialist <input type="radio"/> Master's <input type="radio"/> Other
Date Awarded:
Program/Major:
Name of Institution:
Street Address:
City/State/Zip: //

LPC Profile Management - Profile - Reporting CEH

The activities that you have reported will display in the middle of the screen. At the bottom of the screen, you may enter new activities. Enter the information for the activity and click the ADD button. The activity will appear in the top list. If you make a mistake in entering an activity, click the word Remove to the right of the entry and then reenter the activity. When you have finished entering activities, click the Return to Profile button. You may also upload a copy of your certificate. The file for the certificate may be either a pdf, jpg, gif, or jpeg. The file size must be less than 1 Mb.

MISSISSIPPI BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS Continuing Education Hours (CEH) Reporting Form

Notice:

CEH are checked by random audit. You will be required to provide your course certificates to the Licensed Professional Counselors Board if you are selected by this audit.

Enter Your CEH for current renewal date: 2017-06-30

[Return to Profile](#)

Activities taken between 7/1/2015 and 6/29/2017

Date	Title of CE Activity	Name of Sponsor(s)	Contact Hours	Credit Type	Provider Status & #	
2016-02-18	Families in Conflict	AB training	12	Regular	NDA 6985	Remove
Multi-Date: Activity: College or University Courses View Certificate						
			Total Hours	12		
			Ethics/Legal Hours	0		
			Supervision Hours	0		

Activity Hours summary
College or University Courses 12 hrs.

By using this online form to enter my CE information I, Lisa aaJones-test certify that this information is correct and meets acceptable requirements of the Rules and Regulations of the Board.

Enter additional Courses

Date	Title of CE Activity	Name of Sponsor(s) ?	Contact Hours ?	Credit Type ?	Provider Status & # ?	
2016-02-18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Regular <input type="radio"/> Ethics/Legal <input type="radio"/> Supervision	Status: <input type="text"/> #: <input type="text"/>	ADD

Was this course more than one day? ☐ Yes

Select Activity Type: ?

Upload Cert. [Browse...](#) No file selected.

Maxium file size is 1 Mb.

Certificate will only be retained for 2 years per MS Department of Archives Record Retention Schedule #5844

LPC Profile Management - Profile - Tabs - App Info

This tab will show the information that you entered if you used the online application process. If you are still in the process of becoming licensed, you can also see your Supervised Work Experience.

1. If you created your profile using the online Post-Graduate Supervisory Agreement form, you may report your supervisor and complete the Post-Graduate Supervisory Agreement by scrolling down to Part III and clicking the Complete Post-Graduate Supervisory Agreement button.
2. In Part III you may also see the current reporting that has been entered on your work experience by clicking the Supervised Work Experience - Worksheet button.
3. Also if you created your profile using the online Post-Graduate Supervisory Agreement form, when it's time to complete the full application, you may do that by clicking the Complete License Application button.

General Registration	Education	App Info	Complaints	Payments	Print Forms	Online Payments
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App Info

Tracking: (Date Received in Board Office)

Background Check:

NBCC Exam

Verification of lic in other jurisdiction:

Verification Notes:

For Board Office Use Only

Transcripts: School

Date

Application Information

When you have completed your work experience, you may use this button to fillout your online application.

Complete License Application

Application Date

2014-10-27

PART II – COURSE VERIFICATION FORM

Page 10

LPC Profile Management - Profile - Tabs - Post-Graduate Supervisor Agreement - Supervisee - Step 1

When you click the Post-Graduate Supervisory Agreement button on your profile to begin supervision with an LPC-S, you will be taken to the screen below. Here you will select the LPC-S that has agreed to be your supervisor. After you finish the next screen, this LPC-S will receive an email asking them to concur or deny the agreement.

The dropdown list will show all counselors that are Board qualified.

State Board of Examiners for Licensed Professional Counselors

Today is: Friday, August 08, 2014

Your supervisor must be a Board Qualified Supervisor.
Please select your supervisor from the list below.

If the counselor is not on the list please contact the
LPC Board office as per the information below.

[Return to Profile](#)

[Select Supervisor](#)

LPC Profile Management - Profile - Tabs - Post-Graduate Supervisor Agreement - Supervisee - Step 2

Fill out the form below to complete your part of the agreement process.

You must check the box that says I affirm.

Today is: Friday, August 08, 2014

INFORMATION RELATED TO SUPERVISED EXPERIENCE

Name of organization or agency where experience will be gained (Complete separate form for each setting):

Address of organization or agency:

Address

City

State

Zip

Following table contains the ANTICIPATED dates and hours.

Start Date: <input type="text"/>	End Date: <input type="text"/>
Total Hours Per Week: <input type="text"/>	Direct Contact Hours Per Week: <input type="text"/>
Individual Supervision Per Week: <input type="text"/>	Group Supervision Per Week: <input type="text"/>

SUPERVISEE AFFIRMATION

- ☐ I, as supervisee, affirm that all information provided by me on this form and in my profile is true and accurate and I affirm the following:
- That I have read the Board Rules & Regulations related to supervised experience and that all supervised experience will be completed in accordance with the Board Rules & Regulations.
 - That I will meet with my supervisor at least one hour per 25 hours or standard work-week of documented supervised experience.
 - That I will abide by all rules of the Board, including ACA ethics requirements.
 - That I understand that I am practicing under the license of a Mississippi Board Qualified Supervisor, and I do not have authority to engage in the independent practice of counseling.
 - That I will notify the Board if this supervisory arrangement is terminated.
 - That it is my responsibility to know whether or not my supervisor is a Board Qualified Supervisor.
 - That I understand any additional supervisors and settings must be filed with the Board in advance.

Add

LPC Profile Management - Profile - Tabs - General Registration - Supervisor

An LPC-S will see a list of those that they are supervising and those who have requested them as a supervisor.

1. Once concurred, you will be able to fillout the Supervisor Reporting Log online.
2. When you have completed the supervision with a supervisee, you click the End Supervision button to remove that person from your profile and to prepare Form B - Post-Master's Supervision Verification form. You must verify and post the Completed hours **before** preparing the Form B by clicking the Update Completed Hrs button.
3. When a person fills out the Post-Graduate Agreement online, their information will show for you to either concur or decline. If you click concur you will be taken to the Supervisor Affirmation page to check the affirmation box.

Supervisor for:

Bill Jones-test1 - From: 2015-02-28 To 2015-05-30

[View/Update Agreement](#)

[Form B - PDF](#)

[Prepare Weekly Supervision Reporting Log](#)

[Supervision Complete](#)

[Update Completed Hrs.](#)

Bill Jones-test - From: 1900-01-01 To 1900-01-01

[View/Update Agreement](#)

[Form B - PDF](#)

[Prepare Weekly Supervision Reporting Log](#)

[Supervision Complete](#)

[Update Completed Hrs.](#)

Forest Tour - From: 2015-05-01 To 2015-05-31

(Supervision Completed on 12/5/2015)

[Form B - PDF](#)

[View Supervision Reporting Log](#)

[Update Completed Hrs.](#)

[Prepare Form B](#)

Bill Jones-test1 - From: 2015-03-01 To 2015-06-30

[Concur](#)

[Decline](#)

Bill Jones-test1 - From: 2014-12-25 To 2015-02-05

[Concur](#)

[Decline](#)

The information above shows that you currently have 2 supervisee(s). If this number is wrong please contact the LPC Board Office.

LPC Profile Management - Profile - Supervision Reporting Log

<i>SUPERVISION REPORTING LOG</i>									
Direct and Indirect Services									
Supervisor: Lisa Jones aaJones-test						Supervisee: Bill Jones-test1			
Place of Employment/Internship: Home grown Ideas									
Direct Clinical Hours include: Face to Face With Client (individual, family, couple, and group counseling) Indirect hours are entered in Other Services.									
Report in Hours e.g. 1, 2, 3.75, etc Enter weeks in chronological order with earliest date first.									
Enter the date of the first day of the week (Sunday or Monday)	Direct Services/Face to Face Counseling				Indirect Services/Other Services	Supervision		Total hours (of supervised clinical practice – not more than 40/week)	
	Individual	Couples/Family	Group	Testing/Assess		Individual Supervision Hours (with Supervisor)	Group Supervision Hours (with Supervisor)		
<input type="text"/>	0	0	0	0	0	0	0		
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Add Return to Profile </div>									
Reports from Previous Weeks									
Date of the first day of the week (Sunday or Monday)	Direct Services/Face to Face Counseling				Indirect Services/Other Services	Supervision		Total hours (of supervised clinical practice – not more than 40/week)	
	Individual	Couples/Family	Group	Testing/Assess		Individual Supervision Hours (with Supervisor)	Group Supervision Hours (with Supervisor)		
2015-07-27 <input type="button" value="Approve"/>	0	0	7	0	7	7	0	21	Delete Edit
2015-07-20	0	0	7	5	0	0	0	12	Edit
2015-07-06	3	0	0	0	3	0	2	8	Edit
2015-05-10	6	6	0	6	0	0	0	18	Edit
2015-02-01	0	0	2	0	2	2	0	6	Edit
2014-07-28	0	9	0	0	9	0	9	27	Edit
2014-06-01	0	5	5	5	0	0	0	15	Edit
2014-02-01	9	0	9	0	0	0	9	27	Edit
Total Hours	18	20	23	16	14	2	20	113	

LPC Profile Management - Profile - Supervisor Affirmation

Today is: Friday, August 08, 2014

Jim Henry Test
has indicated that you have agreed to
be their supervisor until their training is completed.
They have entered an anticipated start date of 2014-09-01
and an anticipated complete date of 2015-08-31

If you concur you must check the I affirm box and then click the Yes button below.

SUPERVISOR AFFIRMATION

☐ I, as the Mississippi Board Qualified Supervisor of the above named supervisee, affirm that all information provided by me on my profile is true and accurate, and I affirm the following:

- That all supervised experience will be completed in accordance with Board Rule 4.3(A) of the Rules and Regulations related to supervised experience and all subsequent Board rules.
- That I will provide supervision to the above named supervisee at least one hour for each 25 hours or standard work-week of documented experience.
- That I understand the full professional responsibility for services provided by the supervisee shall rest with the supervisor.
- That I understand that the supervisee cannot engage in the independent practice of counseling until he or she obtains a professional license.
- That I understand the supervisory arrangement is only valid while my license remains current.
- That I will notify the Board if the supervisory arrangement is terminated.
- That I will keep my supervisor status current and that it is my responsibility to inform the supervisee should my supervisor status lapse.

Yes

Later

Decline

If you click Yes, the LPC Board will receive an email notifying them that you concur with this request.

LPC Profile Management - Profile - Tabs - Print Forms

If you have applied online, this tabs provides Forms A - E with your information prepopulated.

General Registration	Education	App Info	Complaints	Payments	Print Forms	Online Payments
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Print Forms

Form A - PRACTICUM-INTERNSHIP SUPERVISION VERIFICATION

Form B - POST-MASTER'S SUPERVISION VERIFICATION

Form C - PROFESSIONAL COUNSELOR POST-MASTER'S SUPERVISION VERIFICATION - MISSING OR DECEASED SUPERVISOR AFFIDAVIT

Form D - VERIFICATION OF LICENSURE IN OTHER JURISDICTION

Form E - MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY AUTHORIZATION TO RELEASE INFORMATION

Forms that require a fee are listed under the Online Payments Tab.

Save Changes